Contract Maintenance:

Review Contract Details

Objectives

Access Contract Details

Update Contract Details

Reviewing Contract Details

Details about contracts that have been authorized or activated in HiCAMS are available for viewing and updating in the **Review Contract Details** window.

Security access dictates whether or not you can view or update particular fields in this window.

In addition to viewing and updating contract details, this window enables the activation of authorized contracts. This process is completed by:

◆ clicking the **Activate** button

◆ selecting various tabbed folders in the window

◆ completing required fields there

◆ reviewing Line Item Indicators (available via the **Indicators** button).

> *Note:*   *To activate contracts, Contract Bill of Materials and Contract Time must also be reviewed.*

See the section "Activating Contracts" for instructions on activating a contract.

The **Warranties** button is available at the bottom of the window, as well, so that you can set warranties for a contract directly from the **Review Contract Details** window.
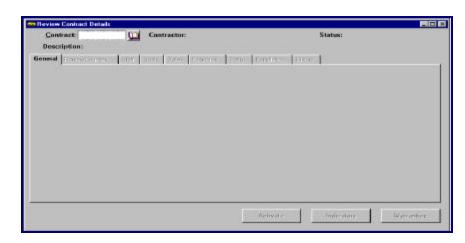
Accessing Contract Details

To access contract details, do the following:

Step 1:   Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: Select **Contract Maintenance** from the **Functions** menu and choose **Review Contract Details** from the sub-menu that displays.
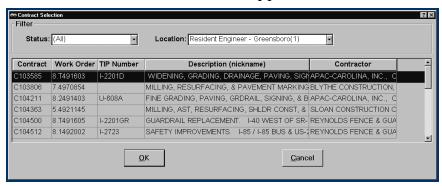
The **Review Contract Details** window appears:

Step 3: Click the book icon to the right of the *Contract* field.

The **Contract Selection** window appears:

> *Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.*

Step 4: To display only those contracts with a status of "Activated" or "Authorized", select the desired choice from the list box in the *Status* field.

By default, the contracts displayed in the window are those associated with each individual office.
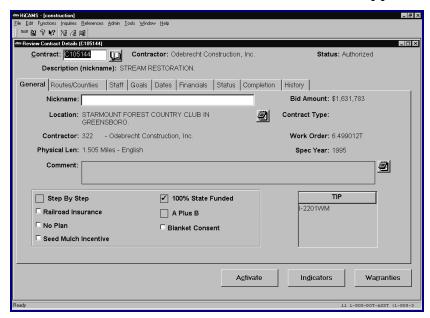
Step 5: To select a contract from another location, select it from the list box in the *Location* field.

> *Tip:* *You can also choose the option **All**, to display all available contracts that have been authorized or activated.*

Step 6: Select the contract from the list in the window, using the scroll bar, if necessary.

Step 7: Click **OK**.

The **Review Contract Details** window displays; the information associated with the contract selected appears:

> *Tip:* *As an alternative, type the contract number in the Contract Field to retrieve it.*

Step 8: Click the various tabbed folders to view the corresponding contract information.

Updating Contract Details

Step 1: Access the **Review Contract Details** window and select the contract to update, using the instructions in the section "Accessing Contract Details," above.

Step 2: Click the tabbed folders containing the information to update.

Step 3: Type or select the additions or changes to make in the fields or check boxes that are available for updating.

> *Note:* *Certain fields might not be available for updating, due to user HiCAMS security access or the fact that they contain information that should not be changed in the system.*

> *Tip:* *For some fields use the adjacent **Staff List** buttons, notepad buttons, or calendar buttons to add or change information. In many cases, it is possible to type the information in the field, instead of using these buttons and their corresponding windows.*

Step 4: If the contract selected has not been activated, click the various tabbed folders containing the required fields for activating contracts, type or select the information in those fields; then click the **Activate** button.

> *Note:* *The system requires the review of Line Item Indicators, Contract Bill of Materials, and Contract Time before activating a contract.*

> *An **Indicators** button is available at the bottom of the window to review Line Item Indicators.*

> *It is possible to review Contract BOM and Contract Time by clicking your right mouse button over the contract number at the top of the window and selecting these functions from the pop-up shortcut menu that appears.*

For specific instructions on activating contracts, see the section "Activating Contracts."

For instructions on the other two review procedures required, see "Reviewing the Contract Bill of Materials," and "Reviewing Contract Time."

Step 5: If you wish to set any warranty information at this time, click the **Warranties** button at the bottom of the window.

The **Warranties** window displays:

Follow the instructions for setting warranties described in the section "Setting Contract Warranties."

Step 6: Click the **Save** button on the toolbar to save the additions or changes you made to the fields in the tabbed folders.